

# GRANT PORTAL INSTRUCTIONS

This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor's Grants Program at <https://www.kansas.gov/grants/index.do>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at [helpcenter@ink.org](mailto:helpcenter@ink.org) or 800-452-6727.

## ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled "Submitting the Application."


**There is only one login ID accepted per agency.** **PLEASE CONTACT LORI JENSEN AT 785-291-3205 PRIOR TO REQUESTING ACCESS, TO ENSURE THERE IS NO DUPLICATION.** To complete an Access Request to submit to the Governor's Grants Program, go to <https://www.kansas.gov/grants/access.do>.

The screenshot shows a web browser window with the address <https://www.accesskansas.org/ssrv-ksgrants/access.do>. The page header reads "Kansas.gov: The Official Web site of the State of Kansas" and "Governor's Grants Program Grant Portal". On the left, a "Site Navigation" menu includes "Grant Portal", "Home", and "Contact Us". Below this, links for "<< Governor's Grants Program home page" and "<< Kansas Web site" are visible. The main content area contains a paragraph explaining the registration process: "In order to apply for grants, organizations will need to register with the Governor's Grants Program Grant Portal. The portal will provide a login and password to the contact listed below via e-mail. No more than one login will be provided for any organization. Be sure to keep the login and password in a safe and accessible place. The Authorized Certifying Official for the organization will be considered the primary contact and the access administrator." Below this text, a legend indicates that a blue triangle symbol "►" denotes required information. The "Organization Information" form includes three required fields: "Agency Name:", "FEIN:", and "Street Address:", each followed by a text input box.

Fill in the information requested in the appropriate fields and click on "Submit."

Address <https://www.accesskansas.org/ssrv-ksgnants/accessRequest.do> Go

**Kansas.gov: The Official Web site of the State of Kansas**

 **Office of the Governor**  
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Verify the information below is correct then select "Continue." If you need to edit any of the information, select "Modify."

**Organization Information**

Agency Name: **test**

FEIN: **999999999**

Street Address: **test**

City: **test**


State: **KS**

Zip Code: **99999**

A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.

Address <https://www.accesskansas.org/ssrv-ksgnants/submitRequest.do> Go

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The test's request for an access account has been successfully submitted. An email response regarding the status of your access account should be received within three business days. If you have any questions, please contact the Governor's Grants Program at 785-291-3205.

[Portal Policies](#) | [Help Center](#) | [Site Survey](#)

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If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the Help Center and contains a temporary password for login.

## ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a temporary password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at <https://www.kansas.gov/grants/index.do>.

The screenshot shows the login page for the Governor's Grants Program Grant Portal. At the top, it says "Kansas.gov: The Official Web site of the State of Kansas". Below this is the "Office of the Governor Kansas" logo and the title "Governor's Grants Program Grant Portal". On the left side, there is a login form with fields for "E-mail address:" and "Password:", a "Log in" button, and a link for "forgot password". Below the login form is a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". At the bottom left, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site". The main content area on the right has a heading "Introduction" and a subheading "Governor's Grants Program". Below this is a quote: *"Creating S.A.F.E. Communities"*. The text describes the program's mission: "The Governor's Grants Program administers funds to organizations that aim to enhance the criminal justice system, improve public safety, support crime victim services and drug and violence prevention programs. State and local units of government, non-profits, community and faith-based organizations throughout the state are eligible to apply for and receive grant funds. The Governor's Grants Program provides the staffing and day-to-day management of these grant programs." At the bottom right, there is a link: "Learn more about the Governor's Grants Program."

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the temporary password provided in the Help Center access approval email message.

The screenshot shows the user's Grant Portal home page. At the top, there is a dark blue banner with the text "My Grant Portal - Welcome Jill Stewart". Below this banner, there is a welcome message: "Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements." Below the welcome message, there is a "Message Center" section with tabs for "Messages", "Search", "Current", and "Archived". The "Messages" tab is selected, and it shows a "Message Inbox" with a status: "You have 0 new messages." On the left side, there is a "My Account" menu with links for "Home", "Change E-mail", "Change Password", and "Log Out". Below this is a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". At the bottom left, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site".

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the temporary password provided to one

created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The screenshot shows a web browser window with the address bar displaying "Kansas.gov: The Official Web site of the State of Kansas". The page header includes the "Office of the Governor Kansas" logo and the title "Governor's Grants Program Grant Portal". On the left sidebar, under "My Account", the "Change Password" link is highlighted. The main content area is titled "Change Password" and contains the following text: "Enter current password and then enter new password twice. Password is case sensitive. Password must be 8-10 characters and contain both upper and lower case characters [a-z A-Z], at least one number [0-9] and at least one symbol [! @ # \$ % ^ & \* " ; < ; > = ? ^].". Below this text, there is a legend: "► Indicates required information". The form consists of three required fields: "Current password:", "New password:", and "Retype new password:", each with a text input box. At the bottom of the form are "Submit" and "Cancel" buttons.

The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

The screenshot shows the same web browser window as before, but the main content area now displays a confirmation message: "✓ Congratulations! You have successfully updated your password." The left sidebar remains the same, with "Change Password" still highlighted. The "Submit" button from the previous screen is no longer visible.

If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

## SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled “Accessing the Grant Portal.”

The screenshot shows the 'My Grant Portal - Welcome Jill Stewart' page. On the left, there is a sidebar with 'My Account' links (Home, Change E-mail, Change Password, Log Out), 'Site Navigation' links (Grant Portal Home, Contact Us), and navigation links for the Governor's Grants Program home page and the Kansas Web site. The main content area features a 'Message Inbox' section with a 'Messages' tab and sub-tabs for 'Search', 'Current', and 'Archived'. The 'Search' tab is active, displaying a message: 'You have 0 new messages.'

To begin a new application, go to the ‘Search’ tab in the middle of the screen.

The screenshot shows the 'Search For Grants' page. The sidebar is identical to the previous page. The main content area has the 'Search' tab selected. It includes a welcome message and a section titled 'Search For Grants' with the instruction: 'To apply for a new grant, use this box to search all available grants.' Below this, there are three search criteria: 'Keywords' with a text input field, 'Organization Type' with a dropdown menu set to 'Any', and 'Grant Type' with a list box containing 'Any', 'Crime Victim Services', 'Law Enforcement', and 'Criminal Justice'. A 'Search' button is located at the bottom of the search criteria section.

Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on ‘Search.’

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**Search Results**

{ 1 results found }

Name	Applications Close	Projects Start Date	Projects End Date	Description	Action
Sample Grant	03/14/2008	07/01/2008	06/30/2009	Sample grant application.	<a href="#">Full Guideline Text  </a> <a href="#">Apply</a>

**Keywords:**

**Organization Type:**

**Grant Type:**

Any  
Crime Victim Services  
Law Enforcement  
Criminal Justice

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

**NOTE:** Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

Kansas.gov: The Official Web site of the State of Kansas

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Application

Introduction

General Info.

Budget

Attachments

Submit

**Introduction**

Use the tabs above to navigate through the application process.

To apply for the Sample Grant grant online complete the following three simple steps and then submit:

1. General Information
2. Budget
3. Attachments

**IMPORTANT:** Start with any section, but complete ALL sections before submitting the grant application.

There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

### **General Information**

Click on the 'General Info.' tab in the middle of the screen.

The screenshot shows the 'Governor's Grants Program Grant Portal' on the Kansas.gov website. The page has a blue header with the site name and a logo. On the left, there are two vertical menus: 'My Account' with links for Home, Change E-mail, Change Password, and Log Out; and 'Site Navigation' with links for Grant Portal, Home, and Contact Us. The main content area is titled 'Application' and features five tabs: Introduction, General Info. (which is highlighted in yellow), Budget, Attachments, and Submit. Below the tabs, the 'General Information' section is displayed, containing a message about navigating the application process and a list of required information. The 'Organization Information' section is highlighted with a yellow box.

The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.

This screenshot shows the 'Primary Contact' and 'Project Information' sections of the application form. The 'Primary Contact' section includes a text box for the primary contact's name and a message stating that this contact will receive all correspondence. Below this are four input fields for Name, Phone, Ext., Fax, and E-mail, each preceded by a blue arrow icon. The 'Project Information' section includes a text box for the Proposed Grant Project Name, a dropdown menu for County(ies) in which the proposed grant project will operate (with options: Statewide, Allen, Anderson, Atchison), and a text box for a Brief description of the proposed grant project (max 100 characters).

When all the data is entered, click on ‘Submit.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

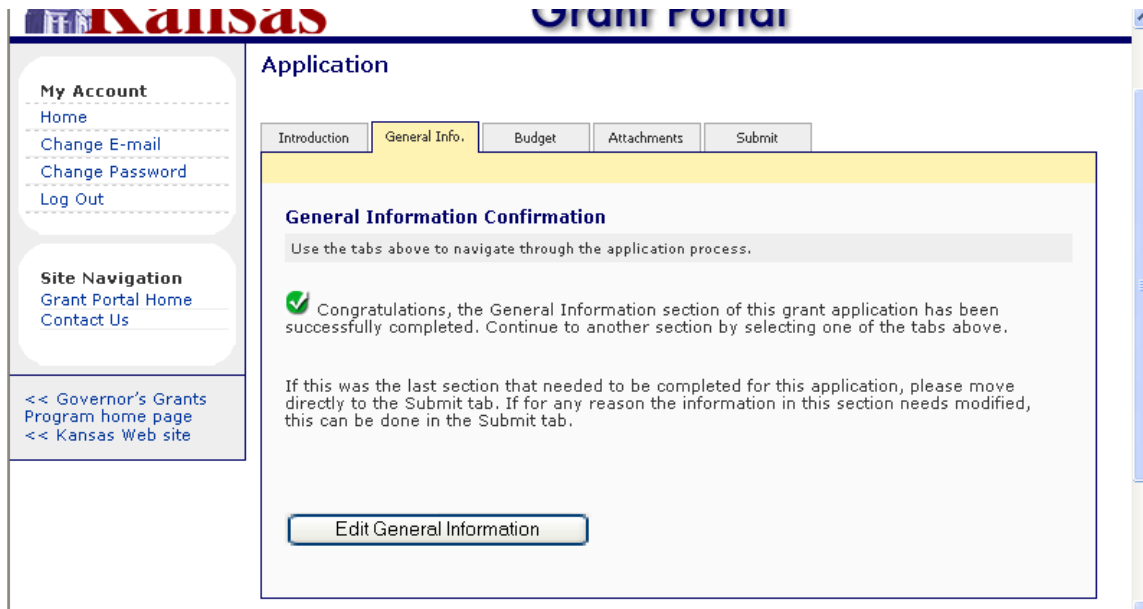
The screenshot shows the 'Governor's Grants Program Grant Portal' interface. At the top, a blue banner reads 'Kansas.gov: The Official Web site of the State of Kansas'. Below this is the 'Office of the Governor Kansas' logo and the title 'Governor's Grants Program Grant Portal'. On the left, a sidebar contains 'My Account' links (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' links (Grant Portal, Home, Contact Us). The main content area is titled 'Application' and features a tabbed interface with 'Introduction', 'General Info.', 'Budget', 'Attachments', and 'Submit'. The 'General Info.' tab is active, displaying a 'General Information Verification' section. This section includes instructions to use the tabs for navigation and to verify information before selecting 'Continue' or 'Modify'. A yellow box labeled 'Applicant Identification' is visible at the bottom of the main content area.

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information.

This screenshot shows the 'Project Information' section of the application. At the top, contact information is displayed: 'Fax: 555-555-5555' and 'E-mail: sample@email.org'. The 'Project Information' tab is active, showing a form with the following fields: 'Proposed Grant Project Name' with the value 'Sample Project', 'County(ies) in which proposed grant project will operate' with the value 'Statewide', and 'Description of proposed grant project' with the value 'Sample project for demonstration.'. Below the form, the text 'If awarded, these funds will:' is followed by the instruction 'Create a new grant project or service activity.'. At the bottom, there are two buttons: 'Continue' and 'Modify'.

If the data appears to be correct, click on ‘Continue’ and the General Information section is completed.



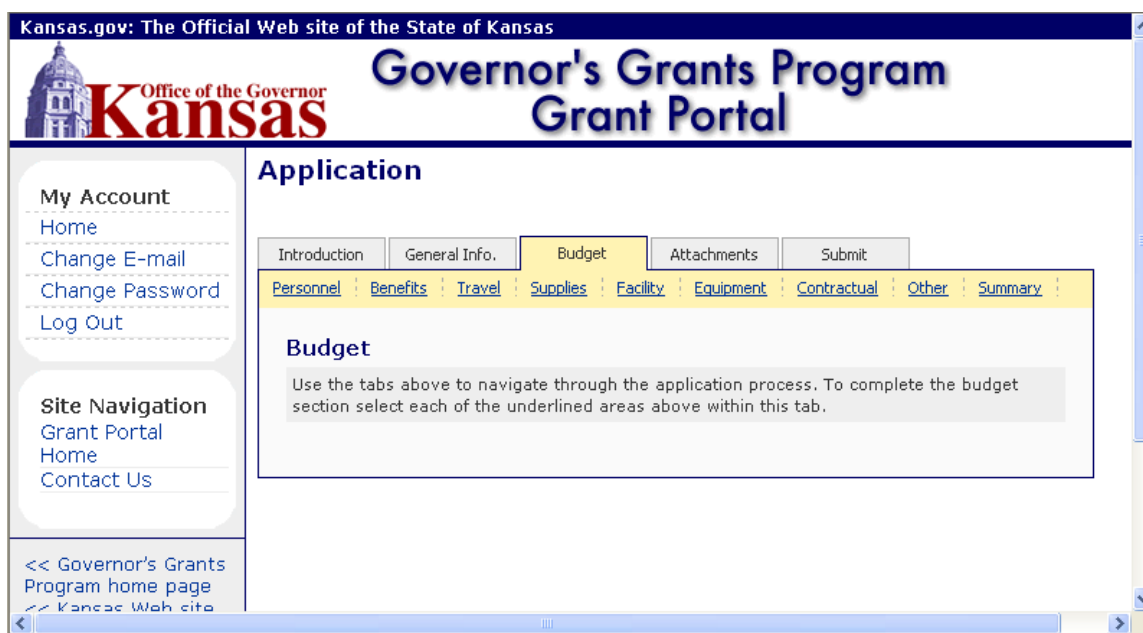


A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

### **Budget**

To continue with the application, click on the 'Budget' tab in the middle of the screen.

**NOTE:** All budget line item requests must be rounded off to the nearest whole dollar.



The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it

is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.

The screenshot shows the 'Application' page for the 'Budget: Personnel' category. The left sidebar contains 'My Account' links (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' links (Grant Portal Home, Contact Us). Below these are links to the 'Governor's Grants Program home page' and the 'Kansas Web site'. The main content area has tabs for 'Introduction', 'General Info.', 'Budget' (selected), 'Attachments', and 'Submit'. Under the 'Budget' tab, there are sub-tabs: 'Personnel' (selected), 'Benefits', 'Travel', 'Supplies', 'Facility', 'Equipment', 'Contractual', 'Other', and 'Summary'. The 'Budget: Personnel' section includes instructions to use the tabs and a note that incomplete areas must be modified to contain a dollar amount. Below this is a table with headers: 'Title', 'Position Status', 'Dollar Amount', and 'Action'. An 'Add Personnel' button is present. At the bottom, the 'Personnel Total:' is shown as '\$0'.

In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'

The screenshot shows the 'Application' page for the 'Budget: Add Personnel' category. The left sidebar is identical to the previous screenshot. The main content area has the same tabs, with 'Budget' selected and 'Personnel' selected under it. The 'Budget: Add Personnel' section includes instructions to use the tabs and a note that incomplete areas must be modified to contain a dollar amount. Below this is a form with four fields: 'Title' (text input), 'Position Status' (dropdown menu with '- Please Select -'), 'Dollar Amount' (text input with '0'), and 'Description' (text area). A note next to the 'Description' field states: 'Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0. Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.' At the bottom are 'Continue' and 'Cancel' buttons.

Complete the fields that appear on the screen as appropriate for the proposed grant project.

**NOTE:** *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

**Application**

Introduction | General Info. | **Budget** | Attachments | Submit

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**Budget: Personnel Verification**

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	<b>Sample Manager</b>
Position Status:	<b>New</b>
Dollar Amount:	<b>\$18,720</b>
Description:	<b>Part-time position to provide project coordination. \$18/hour x 1,040 hours/year x 100% of time on project = \$18,720</b>

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information. If the data appears to be correct, click on ‘Continue’ and the new Personnel line item appears.

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### Budget: Personnel

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Title	Position Status	Dollar Amount	Action
Sample Manager	New	\$18,720	<a href="#">Modify</a>   <a href="#">Delete</a>

Add Personnel

**Personnel Total:**  
 \$18,720

The user may now edit the new Personnel line item by clicking on either ‘Modify’ or ‘Delete’ under the Action column at the right side of the screen, may add another position title by clicking on ‘Add Personnel’ and repeating the steps outlined above, or may proceed to the next budget category by clicking on the [Benefits](#) link below the ‘Budget’ tab.

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### Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA		<a href="#">Modify</a>
Unemployment Insurance		<a href="#">Modify</a>
Health Insurance		<a href="#">Modify</a>
Worker's Compensation		<a href="#">Modify</a>
Retirement		<a href="#">Modify</a>

Add Fringe Benefits

**Benefits Total:**  
 \$0

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the ‘Modify’ link for each line item, beginning with FICA.

<a href="#">Home</a> <a href="#">Change E-mail</a> <a href="#">Change Password</a> <a href="#">Log Out</a>  <b>Site Navigation</b> <a href="#">Grant Portal Home</a> <a href="#">Contact Us</a>  <a href="#">&lt;&lt; Governor's Grants Program home page</a> <a href="#">&lt;&lt; Kansas Web site</a>	<div> <a href="#">Introduction</a> <a href="#">General Info.</a> <a href="#">Budget</a> <a href="#">Attachments</a> <a href="#">Submit</a> </div> <div> <a href="#">Personnel</a> <a href="#">Benefits</a> <a href="#">Travel</a> <a href="#">Supplies</a> <a href="#">Facility</a> <a href="#">Equipment</a> <a href="#">Contractual</a> <a href="#">Other</a> <a href="#">Summary</a> </div>									
	<b>Budget: Add Fringe Benefits</b> Use the tabs above to navigate through the application process. ► Indicates required information									
	<table border="1"> <tr> <td>► <b>Type:</b></td> <td>FICA</td> <td></td> </tr> <tr> <td>► <b>Dollar Amount:</b></td> <td><input type="text"/></td> <td>Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.</td> </tr> <tr> <td>► <b>Description:</b></td> <td><input type="text"/></td> <td>Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.</td> </tr> </table>	► <b>Type:</b>	FICA		► <b>Dollar Amount:</b>	<input type="text"/>	Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.	► <b>Description:</b>	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.
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► <b>Description:</b>	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.								
<div> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> </div>										

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

<div> </div> <div> <b>My Account</b>  <a href="#">Home</a>  <a href="#">Change E-mail</a>  <a href="#">Change Password</a>  <a href="#">Log Out</a>    <b>Site Navigation</b>  <a href="#">Grant Portal Home</a>  <a href="#">Contact Us</a>    <a href="#">&lt;&lt; Governor's Grants Program home page</a>  <a href="#">&lt;&lt; Kansas Web site</a> </div>	<div> <b>Application</b> </div> <div> <div> <a href="#">Introduction</a> <a href="#">General Info.</a> <a href="#">Budget</a> <a href="#">Attachments</a> <a href="#">Submit</a> </div> <div> <a href="#">Personnel</a> <a href="#">Benefits</a> <a href="#">Travel</a> <a href="#">Supplies</a> <a href="#">Facility</a> <a href="#">Equipment</a> <a href="#">Contractual</a> <a href="#">Other</a> <a href="#">Summary</a> </div> </div>						
	<b>Budget: Fringe Benefits Verification</b> Use the tabs above to navigate through the application process. ► Indicates required information						
	<table border="1"> <tr> <td>Type:</td> <td>FICA</td> </tr> <tr> <td>Dollar Amount:</td> <td>\$1,432</td> </tr> <tr> <td>Description:</td> <td>\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432</td> </tr> </table>	Type:	FICA	Dollar Amount:	\$1,432	Description:	\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432
	Type:	FICA					
Dollar Amount:	\$1,432						
Description:	\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432						
<div> <input type="button" value="Continue"/> <input type="button" value="Modify"/> </div>							

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.

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### Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA	\$1,432	<a href="#">Modify</a>
Unemployment Insurance		<a href="#">Modify</a>
Health Insurance		<a href="#">Modify</a>
Worker's Compensation		<a href="#">Modify</a>
Retirement		<a href="#">Modify</a>

Add Fringe Benefits

**Benefits Total:**  
\$1,432

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

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### Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA	\$1,432	<a href="#">Modify</a>
Unemployment Insurance	\$0	<a href="#">Modify</a>
Health Insurance	\$0	<a href="#">Modify</a>
Worker's Compensation	\$0	<a href="#">Modify</a>
Retirement	\$0	<a href="#">Modify</a>

Add Fringe Benefits

**Benefits Total:**  
\$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

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**Budget: Summary**  
Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a  icon. An incomplete section is indicated by a  icon.

Status	Budget Area	Action	Dollar Amount
	Personnel	<a href="#">Modify</a>	\$18,720
	Fringe Benefits	<a href="#">Modify</a>	\$1,432
	Travel/Training	<a href="#">Modify</a>	\$0
	Supplies/Communications	<a href="#">Modify</a>	\$0
	Facility	<a href="#">Modify</a>	\$0
	Equipment	<a href="#">Modify</a>	\$0
	Contractual Services	<a href="#">Modify</a>	\$0
	Other	<a href="#">Modify</a>	\$0
<b>Grand Total:</b>			<b>\$20,152</b>

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the ‘Modify’ link to go directly to that budget screen for editing.

**NOTE:** *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

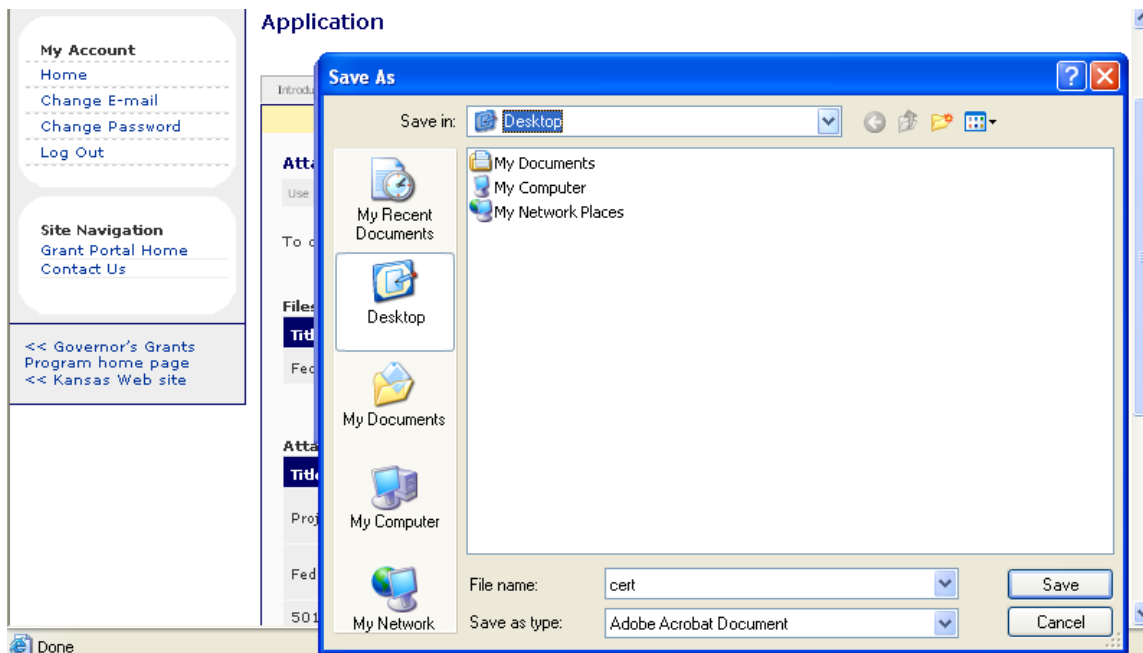
### **Attachments**

To continue with the application, click on the ‘Attachment’ tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user’s desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: [Project Narrative.doc](#).

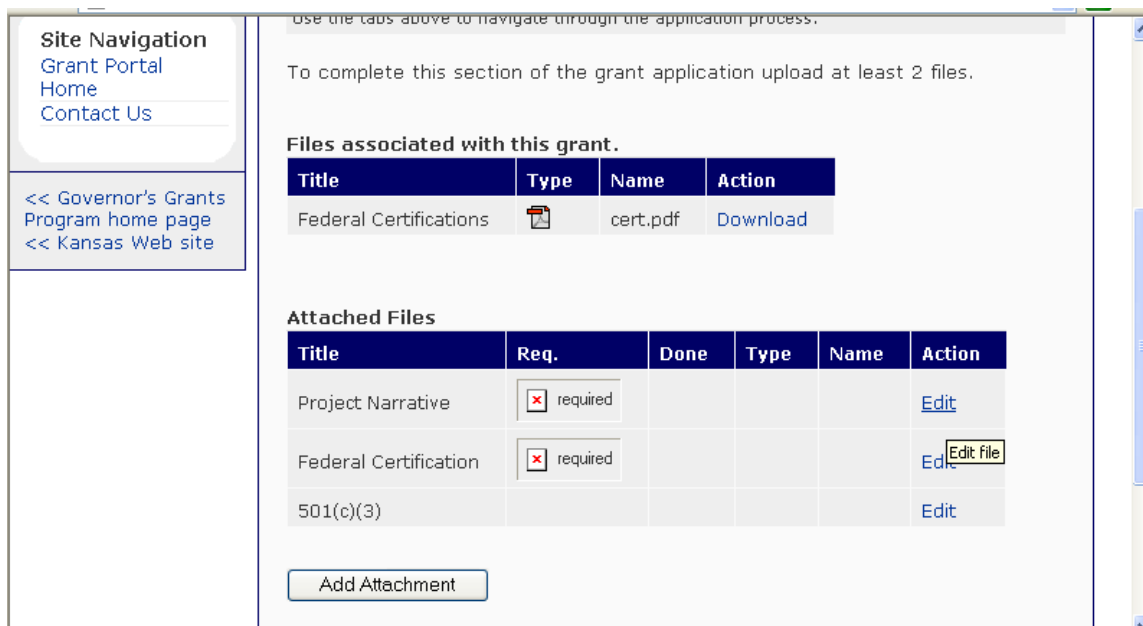
**NOTE:** If the file is not uploading as an Attachment as expected, the user should check the filename extension. In some instances, the Grant Portal may not accept files with a .docx or .xlsx extension. By doing a Rename and removing the last character, the file may upload successfully.







Locate the computer drive and folder on the user's desktop that the document is to be saved in, give the document a filename and click 'Save.' On some computers, the user will see a 'Download Complete' verification screen. This screen may be closed. The document is now downloaded to the user's desktop and the user is returned to the 'Attachments' page.



Under the heading "Attached Files," the user will see a list of required attachments that are found in the Grant Application Packet.

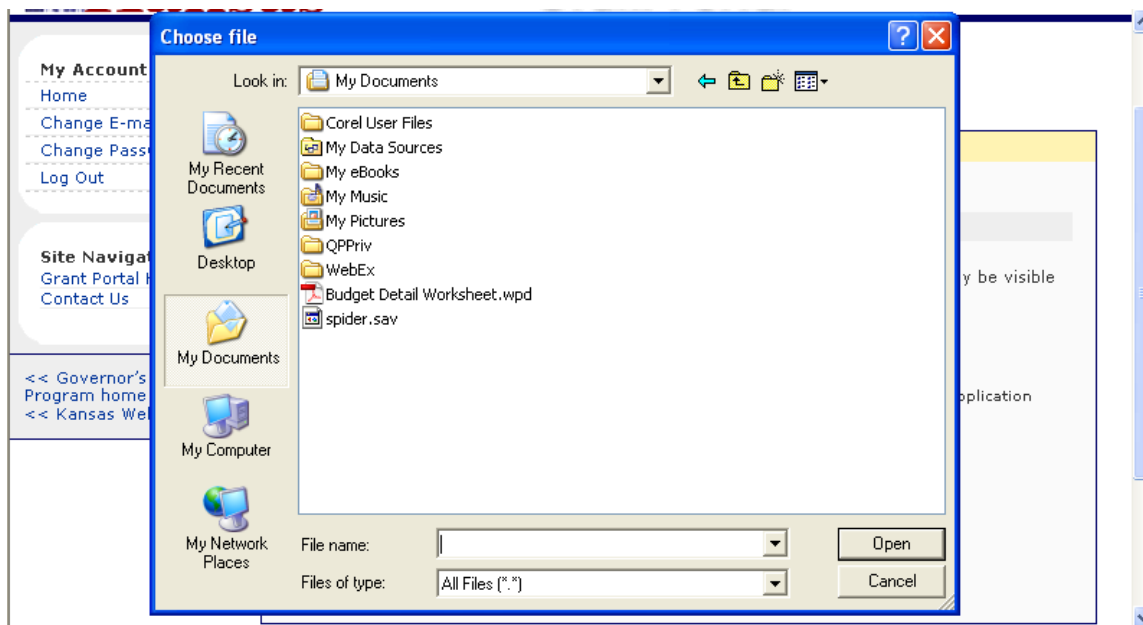
**NOTE:** The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number

of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user's organization must provide.

To upload a required attachment, click on the 'Edit' link next to the appropriate attachment title.

The screenshot shows a web application interface. On the left is a sidebar with 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us, << Governor's Grants Program home page, << Kansas Web site). The main area is titled 'Application' and has tabs for 'Introduction', 'General Info.', 'Budget', 'Attachments' (selected), and 'Submit'. Below the tabs is a yellow header 'Attachments: Add File'. A message says: 'Use the tabs above to navigate through the application process.' Below that, instructions state: 'Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.' The form fields include 'Title: Project Narrative', 'Description: Document to address each section as identified in the application', an 'Upload:' field with a 'Browse...' button, a 'Comments:' text area, and 'Save' and 'Cancel' buttons at the bottom.

Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.



The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).

The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on ‘Save’ at the bottom of the screen. (If the user clicks on ‘Cancel,’ display will return to the Attachments summary page.)

Title:	Project Narrative
Description:	Document to address each section as identified in the application
Type:	[icon]
Name:	Project Narrative.doc
Date added:	2008-02-22 10:59
Size:	19KB
Comments:	Uploaded on (date)

A verification page will display with the filename, date added, and size. If the information is correct, click on the ‘Continue’ button at the bottom of the screen and the user is directed back to the Attachments page.

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### Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	<a href="#">Download</a>

**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required	Done		Project Narrativ.doc	<a href="#">Delete</a>   <a href="#">View</a>
Federal Certification	required				<a href="#">Edit</a>
501(c)(3)					<a href="#">Edit</a>

Add Attachment

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the “Files associated with this grant” section. In the example above, the ‘Federal Certifications’ document has been downloaded to the user’s desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user’s desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on ‘edit,’ selecting the file from the browse window and verifying the filename.

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### Application

Introduction
General Info.
Budget
**Attachments**
Submit

#### Attachment Confirmation

Use the tabs above to navigate through the application process.

The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.

If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

Add Attachment

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing

attachments or add additional attachments by clicking on the ‘Add Attachment’ button, or may proceed with submitting the application.

### **Submit**

To continue with the application process, click on the ‘Submit’ tab across the top of the screen.

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### Application

Introduction General Info. Budget Attachments **Submit**

#### Submit Application for Review

Use the tabs above to navigate through the application process.

The following sections of this application have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Application Section	Action
	General Information	<a href="#">Modify</a>
	Budget	<a href="#">Modify</a>
	Attachments	<a href="#">Modify</a>

**After the application has been successfully submitted, the information can no longer be edited, but can be viewed.**

[Submit Application](#)

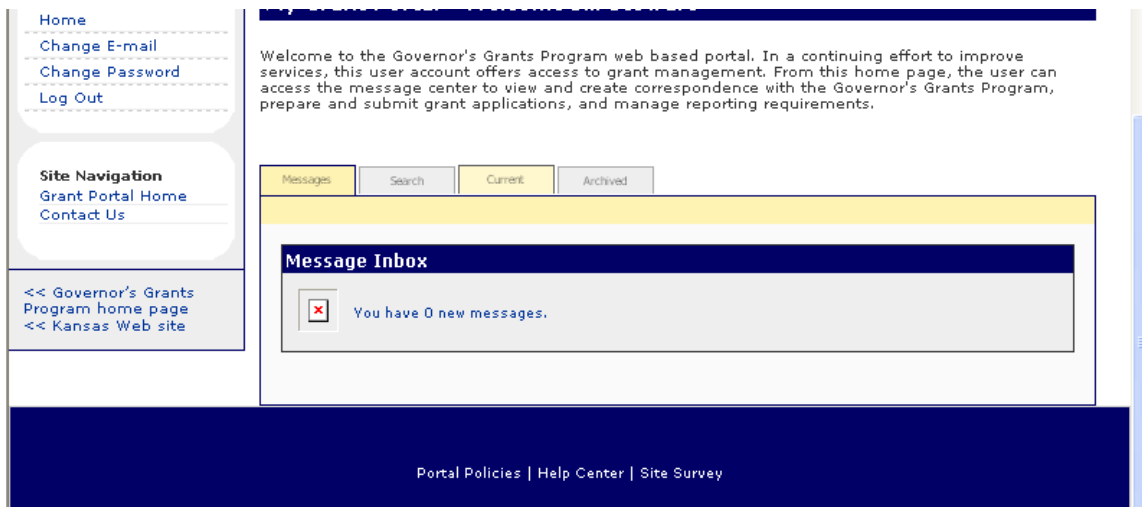
The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the ‘Modify’ link to go directly to that section for editing. If all sections are complete, click on the ‘Submit Application’ button at the bottom of the screen.

**NOTE:** After submitting the application, it is locked to the user for any edits and may only be viewed.

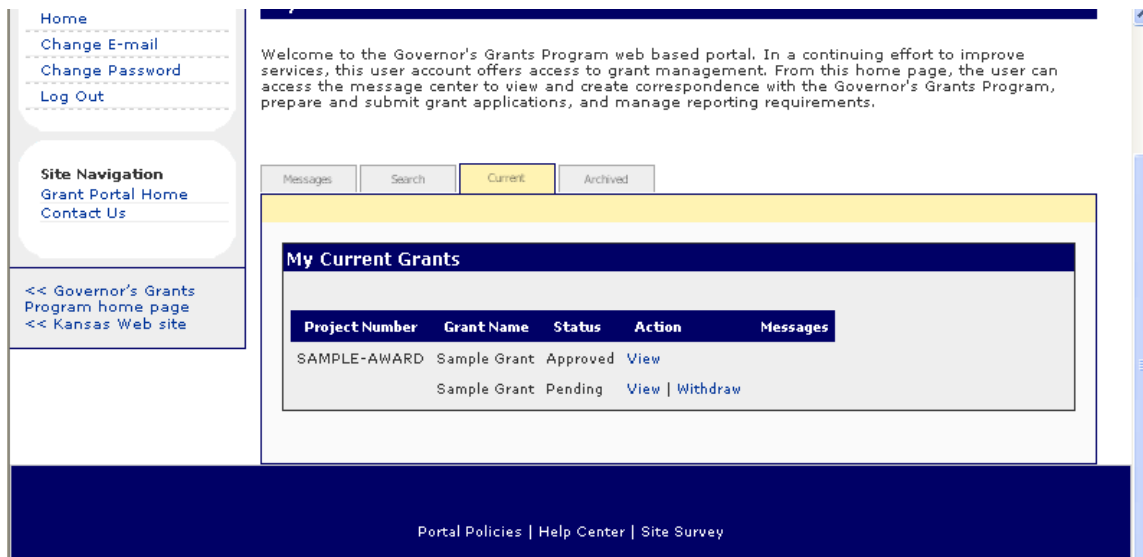


The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.



Click on the 'Current' tab across the center of the screen.



In this view, the grant application just submitted is the second line with a “Pending” status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the ‘Log Out’ link on the left side of the screen.